



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>TARDINESS</b>	POLICY NO. <b>603.3</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>1 of 1</b>
APPROVED BY: <b>original signed by:</b> <b>ROBERTO QUIROZ</b> Director	SUPERSEDES <b>707.02</b> <b>4/2/79</b>	ORIGINAL ISSUE DATE <b>4/2/79</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To provide guidelines regarding tardiness and resultant possible disciplinary action.

### DEFINITION

- 2.1 Tardiness is a failure to appear on time for duty. Employees may sometimes be late for a variety of reasons which may not be within their control. Regardless of reasons, however, tardiness causes lost production, reassignment of work, disturbance to other employees already at work; and excessive tardiness causes extra burdens for other employees.

### POLICY

- 3.1 All employees shall report for work on time. When tardiness occurs, the employee may be docked for the time not worked.
- 3.2 When tardiness affects performance standards and causes a hardship to the staffing needs of the division or unit, the employee subjects himself/herself to disciplinary action which may include a warning, reprimand, suspension, or discharge.

### AUTHORITY

Department of Mental Health Policy